



Reimbursement and Refund Policy

Refund Policy

RFS will reimburse tickets during Standard Registration minus any fees from the ticketing service. During Late Registration RFS will reimburse tickets at 50% ticket price. Three days before event refunds are not possible except in case of emergency. Any and all refunds are at the discretion of the committee.

Examples of an emergency consist of a death in the family, an accident, etc. Standard Illness, lack of staffing at home library, or other unnamed absences falls under rules listed above.

Presenter Reimbursement

Presenter's hotel and mileage may be reimbursed upon request with the prior approval of the RFS board at the time of booking. Mileage will be reimbursed at the federal rate on the day of the event. Hotel stay must be at an approved RFS conference hotel.

Committee Member Reimbursement

Any supply purchase made by a committee member for the conference shall be reimbursed 100% upon submitting a receipt to the treasurer.

When requested, RFS will pay either mileage **or** 1 night hotel stay for the conference.

Mileage will be figured from either the committee members home library, or place of residence, depending upon which is closest to the event. Mileage will be paid at the federal mileage rate on the day of the conference.

Hotel stays must be at an approved RFS hotel (the ones listed on the RFS website for conference attendees).

While most RFS meetings are digital, some do require in person attendance. For those meetings RFS will reimburse mileage based on the terms above.

Attendees requiring reimbursement should submit forms as early as possible for budgeting purposes.